

EFFECTIVE

July 1, 2018.

Subject(s)

1. Shortening a 24-month Food Assistance Program (FAP) benefit period.
2. Electronic Benefit Transfer (EBT).
3. Hearings.
4. Wage match and unemployment (UCB).
5. Family self-sufficiency plan (FSSP).
6. Time-Limited Food Assistance (TLFA).
7. Unlicensed child care providers.
8. Miscellaneous.

1) Shortening a 24-month FAP benefit period**BAM 220****FAP Only**

Bridges will send a DHS-1605, Notice of Case Action, when a household's benefit period has been shortened.

Reason: Clarification.

2) EBT**BAM 401E****FIP, SDA, RCA and FAP**

Conduent, Inc. replaces Xerox as the Electronic Benefits Transfer (EBT) vendor.

Clients that have a disability indicator in Bridges will not receive excessive card replacement letters and will not be subject to the excessive card replacement policy. These clients however, will be subject to applicable card replacement fees.

It may be necessary for the EBT vendor to review and adjust EBT transactions. The contractor and/or retailer/TPP can initiate an adjustment to resolve error and out-of-balance related to system problems. The contractor, on behalf of a client complaint, can initiate an adjustment to resolve a transaction error. The adjustment will reference an original settled transaction, which is partially or completely erroneous. The EBT vendor shall have the capability to process the adjustment and have this reflected in the client's account. Adjustments made by the contractor will cause money to be moved either to or from the client's EBT account, and will impact the daily settlement. Notification must be provided to the state of pending debit adjustments so that notification can be provided to the client. The EBT vendor will directly notify the retailer/client regarding the outcome of the adjustment processing via written notification.

Reason: FNS required changes.

3) Hearings

BAM 600

Phone and fax numbers are updated for Michigan Administrative Hearings Systems (MAHS) throughout the item.

A hearing packet for an SSP payment must not include a copy of the SOLQ.

Additional language and an example are added to the timely hearing request section.

Reason: Change in phone and fax numbers for MAHS and legal clarification.

4) Wage Match and UCB

BAM 802

FIP, SDA, MA, and FAP

If the household, and employer fail to provide verification of actual earnings, the recoupment specialist is to use the income shown on the wage match report to calculate the overpayment.

Average the income over the time period reported on the wage match report to determine a monthly income amount. Follow the guidelines below:

- Use the first day of the first month covered by the wage match report as the date the client knew of the change. If there is more than one wage match report for the overpayment, use the first day of the first report period.
- Use the IG-011, Employee Wage History by Recipient ID, report when the wage match does not cover all time periods.
- Follow policy for either change reporting or simplified reporting depending on the reporting status of the household.
- Notify the household of its right to request an administrative hearing or provide actual income verification by checking the box provided on the DHS-4358C, Overissuance Summary.
- If actual income verification is provided, recalculate the overpayment.

Receipts with a wage match report indication the Michigan Department of Health and Human Services (MDHHS) as the employer are adult home help providers. Payment information can be found on Bridges by accessing consolidated inquiry for the recipient.

5) FSSP

BEM 228

Updated instructions for the automated screening tool and provided policy clarifications that an adult who is not working 40 hours a week has an obligation to participate in Partnership. Accountability. Training. Hope. (PATH).

6) Time-Limited Food Assistance

BEM 620

FAP Only

A Time-Limited Food Assistance (TLFA) individual must meet specific work requirements to receive benefits. Failure to do so limits the individual's Food Assistance Program (FAP) eligibility to three months within a 36-month period. TLFA individuals who meet all other FAP eligibility criteria are eligible for three countable months of FAP benefits during a 36-month period.

TLFA Counties

Effective October 1, 2018, all counties will be subject to TLFA policy, for both applicants and active cases.

**7) Unlicensed
Child Care
Providers****BEM 230A**

Unlicensed child care providers are now called License Exempt-Related or License Exempt-Unrelated child care providers.

Reason: Reauthorization.

8) Miscellaneous**BAM 117 and BEM 255**

Minor gramatical changes.

BEM 546

Annual increase in the excess shelter and the basic allowance for the post eligibility patient pay calculations.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[BAM 117](#)
[BAM 220](#)
[BAM 401E](#)
[BAM 600](#)
[BAM 802](#)
[BEM 228](#)
[BEM 230A](#)
[BEM 255](#)
[BEM 546](#)
[BEM 620](#)